

NEW JERSEY HISTORICAL COMMISSION
P.O. BOX 305 TRENTON, NJ 08625
NOTICE OF JOB VACANCY

ISSUE DATE: April 11, 2022

CLOSING DATE: April 29, 2022

OPEN TO: General Public

SALARY: \$30/hour

DIVISION: New Jersey Historical Commission

TITLE: Revolution NJ Communications Coordinator

DEFINITION: The New Jersey Historical Commission (NJHC), a state agency dedicated to the advancement of public knowledge and preservation of New Jersey history, seeks a part-time Communications Coordinator to support communications for Revolution NJ, a public-private partnership between the NJHC and the non-profit organization Crossroads of the American Revolution Association, Inc. charged with commemorating the 250th anniversary of the founding of the United States. Working alongside the Revolution NJ project team and marketing consultants and reporting to the Chief Communications Officer, the Communications Coordinator will be assigned duties including:

- Providing content support for the creation of a new Revolution NJ website and social media accounts
- Social media, newsletter, email, and blog content development and management
- Maintenance of monthly editorial calendar
- Designing social media and promotional collateral based on Revolution NJ branding
- Writing press releases and internal memos about Revolution NJ events and opportunities
- Assisting with Revolution NJ quarterly meetings and programs, including, but not limited to, promotion, advertising, technical support, evaluation, and registration
- Other duties as assigned

This is a part-time, termed position to commence in late spring 2022 and continue for 6 months with the potential for extension. The position will require 20 hours per week (schedule flexible within certain parameters).

REQUIREMENTS: The Communications Coordinator must:

- Possess excellent written and verbal communication skills
- Have experience in social media content development, writing for communications, and a strong familiarity with marketing and branding
- Exhibit professionalism, the ability to take initiative, and a collaborative work style, including the ability to operate successfully within cross-functional teams
- Show strong organizational skills and attention to detail
- Possess competency with Microsoft Office Suite, social media, and other web-based platforms
- Experience with graphic design platforms such as Canva and Adobe Creative Suite is preferred
- Be able to work remotely, travel to the NJHC offices in Trenton or other meeting locations when necessary

EDUCATION: The Communications Coordinator must have an undergraduate degree in the humanities, communications, or a related field. A graduate level degree is preferred.

EXPERIENCE: The Communications Coordinator must have 2-3 years of experience in communications. Communications with a focus in history, museums, public history, or a related field is preferred.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

OPEN TO: Anyone who meets the requirements stated above.

APPLICANT INFORMATION: Applicants should submit a cover letter and resume by the closing date with the subject line “Communications Coordinator Applicant – First Name Last Name” to NJHC.programs@sos.nj.gov.

*Responses received after the closing date may be considered if the position is not filled.

The New Jersey Historical Commission is an Equal Opportunity Employer